



**Saint Joseph Community Land Trust**  
**Board Meeting Minutes**  
**April 20, 2022**

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**Action Taken:** A motion was made to confirm the unanimous board approval via email of Sugar Pine Village resolutions authorizing St. Joseph Sugar Pine Village LLC to enter into agreements.

Moved by: Hill

Second: Bisbee

Ayes: All

Nays: None

Absent: Fronk

**b.** Insurance (D&O and liability): Diaz reported that there has been some difficulty in finding insurance for the LLC Board. Barnett suggested calling other community land trusts to see where they have found D&O and liability insurance. **c.** Phase 1 timing and estimated developer fee: Diaz referred to the summary spread sheet which talks about timing and fees. **d.** Phase 1 estimated SJCLT developer fee: Diaz discussed a report that he had laid out with the milestones and the total development fee and the timing of the fee, he noted that we are about a year ahead and when it closes it will be 1.1 million dollars.

7. **Topic:** Riverside Project Status

**Discussion:** **a.** Transfer of title to SJCLT: Diaz indicated that Title has been transferred to Saint Joseph Community Land Trust. **b.** Status of Presales: All three houses are under contract and considered sold. **c.** Construction schedule: Barnett indicated that plans need to be made for scheduling a groundbreaking event. **d.** Pro-forma summary: Diaz share that the high inflation has not helped our costs. Several things have affected the proforma at these sales prices, and there is going to be just enough to cover the construction cost.

8. **Topic:** Sierra Garden Apartment Update

**Discussion:** Meiers reported that the team in place at Sierra Garden Apartments (SGA) has been doing a good job. There hasn't been one complaint since the beginning of the year. **a.** Summary of resident survey: A new resident survey received 20 responses. There was an expressed interest in an identity theft workshop. Most survey comments were complementary. **b.** Community room: use/computer status/programs: The community room has been accessible since the beginning of March and requires checking in with the office. The computers have the latest updates installed. Barnett brought up the idea of making use of USB thumb drives to store personal data, so that resident personal information is not left on the hard drives. **c.** SWG easement status: The Southwest Gas easement has been resolved. **d.** Spring cleanup/landscape condition/landscape rehabilitation plans: Meiers indicated that the grounds look better each time he has gone over to SGA. Barnett asked that Meiers check to see that SGA has an up-to-date evacuation plan in place.

9. **Topic:** Committee reports

**Discussion:** **a.** Treasurer's report: Yarrow reported that balances are lower because we have not received a deferred developer fee. This is because Hunt has been looking for some better rates. Yarrow expressed not being concerned with the balances being lower as those payments usually



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11. **Topic:** Staff/Board Development Updates

**Discussion:** Diaz encouraged the board and staff to make use of staff development and Board development opportunities that are available virtually.

12. **Topic:** Board Updates and Comments

**Discussion:** Mention of meeting and talking about projects on the North Shore was suggested by Barnett. Hill thought a North Shore meeting would be a great idea!

13. **Topic:** Executive Session – Executive Director review

**Discussion: Closed session**

14. **Topic:** Adoption of 2022/2023 Operating Budget

**Discussion:** The operating budget was discussed by the board and approved.

**Action Taken:** A motion to approve the 2022/2023 Operating Budget was made.

Motion by: Hill

Second by: Alling

Ayes: All

Nays: None

Absent: Fronk

15. **Topic:** Adjournment and Closing Prayer

**Discussion:** Barnett led us in a closing prayer and ended the meeting.